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ABSTRACT

Important in any junior or senior high school library or guidance department is an up-to-date list of books which provide students with information on part-time and summer job opportunities, as well as career data. This selectively compiled bibliography is divided into "Summer Jobs and Part-time Work Opportunities" and "Career Information." Few of the book titles are specifically directed toward one sex or the other. One of the valuable features of the listing is its inclusion of books which tell where a student can receive the education necessary for a particular occupation. Another feature of the bibliography is the emphasis on job information for paraprofessionals. (Author/PC)

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Job Opportunity and Career Books for Junior and Senior High School Libraries and Guidance Departments

by

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A "must" for any junior or senior high school library and guidance department is an up-to-date, selective list of books which provides young adults with information on part-time and summer job opportunities, as well as career data. While vocational information has been regarded as more of a concern to senior high schools, recent newspaper reports of the possibility of the lowering of mandatory public school attendance from age 16 to 14, with a concomitant lowering of the job market entrance age from age 16 to 14, it is just as important for junior high schools.

The bibliography which follows has been selectively compiled from 1971--present editions of the ALA Booklist, School Library Journal, and Wilson Standard Catalog for School Libraries. Also consulted were the English Journal, Horn Book and Saturday Review World. The bibliography is divided into "Summer Job and Part-time Work Opportunities" and "Career Information" for ready reference. Note that no "sexist" division has been made. Very few of the book titles are slanted for young men or young women, possible discouraging a young adult from examining its contents.

One of the most valuable features of this listing is its inclusion of many books which include where one can go to get the education necessary for the occupation or further reading bibliographies. Another timely feature is current information on jobs for paraprofessionals. An added attraction appears in the addition of bibliographical data about the Careers Monograph series which has individual manuals on specific careers. Interested readers are urged to ask their librarians for a Careers Monograph on a career of interest to you.

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Every secondary school library and guidance department should have a bibliography similar to this one available to its students- either posted or in handout form.

James, Charles J., ed. Directory of Overseas Summer Jobs, 1973. annual. 5th rev. ed. Cincinnati, Ohio: Natl. Dir. Serv., 1973
Summer jobs abroad--mostly in hotels or preforming recreational services--are listed by country.

Lambeck, Ruth. Teenage Jobs. New York: McKay, 1971.
Hundreds of good ideas for full-time and part-timo work opportunities for teen-agers are arranged by type of interest or ability such as working with animals, making salable handicraft, cooking and baking, garden and yardcare, selling, housework, entertaining, party planning and photography. Stresses that volunteer work often leads to paying jobs. Last chapter tells how to decide which type of work is best for each job seeker and how to promote the service, product, or idea chosen. Appendix contains an annotated list of youth organizations related to training or jobs.

Leith, Mynena A., ed. 1973 Summer Employment Directory of the United States. rev. ed. Cincinnati, Ohio: Natl. Dir. Serv., 1973.
Summer jobs available to teen-agers in the recreational field are listed alphabetically according to states, and the names of the organizations. Listed under the name of the organization is the location, whom they employ, the positions open, the total number of openings (shown in parenthesis), salary or salary range, and the name and address of the person to whom one should make application. General information and suggestions.

Arnold, Arnold. Career Choices for the '70s. New York: Crowell Collier, 1971.
Does not suggest any single career area. Stresses need to choose early and acquaint reader with the choices available. Partial contents: Minorities and careers; Girls and careers; Summer and part-time jobs; How to match who you are to who you would like to become; Educational routes to careers. What will be expected of you on the job.

Asbell, Bernard. Careers in Urban Affairs: Six Young People Talk about Their Professions in the Inner City. New York: Wyden, 1970.
A school social worker, a community organizer, a public-housing expert, two city planners, and an assistant to a mayor explain their jobs and discuss likes and dislikes of their work.

Bird, Caroline. Everything a Woman Needs to Know to Get Paid What She's Worth. New York: McKay, 1973.
Gives a pessimistic appraisal of woman's potential in the job market. Some remedies are prescribed such as get into a man's job and out of the female job ghetto, such as librarianship and elementary education. Question and answer format.

Bridges, William. Zoo Careers. New York: Morrow, 1971. (Gr. 7-9)
Covers career opportunities provided by rapidly expanding zoo programs. The typical daily activities of zoo curators, veterinarians, keepers, photographers, educators, exhibition designers and other zoo related

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occupations are described, including the skills necessary for attaining such careers.

Brown, Newell. After College What: A Career Exploration Handbook. rev. ed. New York: Grosset, 1971.
Outlines the methods and procedures of career selection, covers the traditional approaches, offers alternatives and provides a detailed discussion of emotional and psychological aspects of career decisions. It helps students deciding on a career to identify the kinds of work which match their individual interests and skills, and then gives the necessary guidelines for providing employment.

Cain, Arthur H. Young People and Work. New York: John Day, 1971.
Pointers for landing a first job. Contains many suggestions and personal reflections. Stresses initiative, imagination, a sense of perspective in relation to society at large, and a sense of humor.

Career Opportunities: Ecology, Conservation & Environmental Control. Edited by J.G. Ferguson Staff. Garden City, N.Y.: Doubleday, 1971.
A survey of two-year post-high school programs connected with ecology. Included are technician positions in floriculture, park and recreation, urban planning etc. Articles describe work done, educational requirements, and current salaries.

Chandler, Caroline A., M.D. and Kempf, Sharon H., R.N. Nursing as a Career. New York: Dodd, 1970.
Good general survey of the field that stresses the history of the profession and includes the nurses' oath and code of ethics. Gives information on applying to a school of nursing.

Clarke, Emerson and Root, Vernon. Your Future in Technical and Science Writing. (Careers in Depth Ser) New York: Rosen, 1972.
Well organized text gives thorough treatment to a specialized profession and includes much useful information. There are descriptions of the actual work performed, the required talents and interests, and the preparation needed. Discusses five typical college journalism courses and lists of various types of professional organizations are in the appendix. For students with journalistic ability and a serious interest in technical, medical, or scientific careers.

Colman, Hila. City Planning: What It's All About- in Planners' Own Words. New York: World, 1971.
This brief coverage of the field of city planning is neither complete nor conclusive though it does represent an unusual addition to the literature on career opportunities. (Written as an overview of city planning--succeeds more in selling the career.)

Dodd, Ed. Careers for the '70's: Conservation. New York: Crowell Collier, 1971.
Gives statistics and cites specific levels of education, income and experience of actual conservationists in the U.S. Forest Service, wildlife agents, and conservation artists, writers and photographers. Short chapters provide quick overview of the varied job areas (National Park, forestry, wildlife, soil and fish conservation), summer jobs, opportunities in Canada, careers for non professionals, and sources of job information. A directory of colleges offering degrees in conservation studies is appended.

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Dowdell, Dorothy and Dowdell, Joseph. Your Career in the World of Travel. New York: Messner, 1971.
Overview of career possibilities involving direct contact with the touring or traveling public rather than a specific career guide. Covers desirable personal qualities and education for positions with travel agencies, bus and airlines, sightseeing and tour operations, railroad and steamship passenger services, camper and trailer sales and rentals, hotels and motels, and automobile associations. Focus on anecdotal descriptions of persons on the job to show the type of work done. Brief bibliography. Lists of pertinent associations and places to apply for stewardess jobs are appended.

Duckat, Walter. A Guide to Professional Careers. (Messner Career Book Ser). New York: Messner, 1970.
Brief sketches of many professions. Since this material quickly needs updating this title would not for now be out of place in large collections. It gives addresses of various professional associations for more information and the addresses of 3 college placement services for those readers in doubt about their own qualifications.

Elzerman, A.W. Your Future in Salesmanship and Sales Management. (Careers in Depth). New York: Rosen, 1973.
Points out rewards of a good salesman, qualifications needed, earnings and benefits, and opportunities for advancement. Considers what it takes to succeed and frank about problems a salesman has to face. Mentions sales organizations and advantage of membership. Ends with philosophy on how to achieve success. No index.

The Encyclopedia of Careers and Vocational Guidance. William E. Hopke, ed. Rev. ed. Ferguson, J.G. Garden City, N.Y.: Doubleday, 1972. 2v.
First published 1967. v1 covers Planning your career; v2 covers Careers and occupations. First volume contains descriptions of various career fields in general arranged alphabetically according to disciplines. Volume II is made up of descriptions of specific jobs, trades, occupations, specialties, or professions giving definition, history, nature of work, requirements, opportunities for experience and exploration, methods of entering, advancement, employment outlook, earnings, conditions of work, and social and psychological factors.

Evers, Dora R. and Feingold, S. Your Future in Exotic Occupations. (Careers in Depth). New York: Rosen, 1972.
Careers described include work with animals, and jobs requiring unusual physical or emotional stamina or specialized artistic or manual dexterity and range from jockey, magician, circus performer, smoke jumper, and auctioneer to entomologist, taxidermist, parliamentarian, doll artist, environmentalist, and biomedical engineer. Some of these occupations require academic training, many are largely self-taught and open to high school graduates, or even dropouts. Adequate information if provided on salaries and opportunities. Bibliographies and lists of appropriate associations are provided.

Fanning, Odom. Opportunities in Environmental Careers. (Vocational Guidance Manuals). New York: Universal, 1971.
Covers careers in ecology, earth sciences, resources and recreation, environmental design, environmental protection, and environmental policy

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and programs. Stresses necessity for each group of environmenal careers. Surveys brifely fields of environmental involvement giving educational requirements, present and future opportunities, and earnings and working conditions. Cites oportunities in all fields for blacks and mentions specifically the chances women have in finding employment. The appendix includes a bibliography of inexpensive items, a list of periodicals on environment, voluntary organizations open to public membership, key govenment agencies, and institutions offering training for environmental careers.

Fenten, D.X. Sea Careers: Jobs on the Waterways of the World. New York: Lippincott, 1970.
Treats sea history, the shipbuilding trades, the merchant marine, fishing, and oceanography. Emphasizes the teamwork necessary in sea jobs, and encourages specialization. Appendix covers education requirements, courses, schools, salaries, etc.

Forrester, Gertrude. Occupational Literature; An Annotated Bibliography. New York: Wilson, 1971.
New edition of an annotated listing by occupation of about 4,500 pamphlets and 1,500 books that give information on the nature of the work, educational and training requirements, and other factors helpful in career guidance.

Freese, Arthur S. Careers and Opportunities in the Medical Sciences. New York: Dutton, 1971.
Discussion of 10 healthcare professions: radiologic technologist, biocyberneticist, nurse clinician, medical physicist, veterinarian, medical laboratory scientist, biomedical engineer, dentist, biochemist, and rehabilitation therapist. Tells experiences of 2 or 3 people successful in field and adds sources of additional information. The appendix lists colleges of veterinary medicine and a list of accredited dental schools.

Frome, Michael. The Forest Service. (Praeger Library of U.S. Government Departments and Agencies Ser., No. 30). New York: Praeger, 1971.
Excellent analysis of federal and state forest agencies with their strengths and weaknesses. Appendix includes career opportunities in the Forest Service, major laws relating to Forest Service activities, a list of the field offices of the Forest Service and a bibliography.

Hall, Babette. Public Relations, Publicity, & Promotion. New York: Washburn, 1970.
Gives breakdown of public relations into its various markets--books and magazines, tourism, merchandising, music etc. Includes examples of press kits, campaigns and news releases.

Harter, Walter. Your Career In Unusual Occupations. New York: McKay, 1971.
Contents: Fish farming; Oceanography; The National Park Service; Museum workers; Customs inspectors and Secret Service agents; Tree expert; Writing for trade journals; Computers--their service and repair; Forrester; Be a technician. Sources of additional information appear at the end of each chapter.

Heiman, Grover and Myers, Virginia Heiman. Careers for Women in Uniform. New York: Lippincott, 1970.
Covers physical and educational requirements, the procedure for swearing in, and basic training. 10 chapters devoted to the specializations available

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to recruits and the personal qualifications necessary for each. Point out benefits and opportunity for future education and emphasizes the openings available in civilian life for those who have special training and experience in the armed services. No mention of disadvantages. Career fields for each service are appended as are monthly pay rates for the various grades.

Henle, Faye. Careers for the '70's: Securities. New York: Crowell-Collier, 1972.
Introduction to careers in stock exchanges and related institutions. Treats investment bankers, traders, specialists on the trading floor, securities analysts, and registered representatives, among others, describing what each position entails, indicating salaries, and briefly profiling successful persons in each area. Considers impact of computers on securities market and concludes with look at the potential future of the industry and emerging careers. Glossary.

Kay, Eleanor. Health Care Careers. New York: Watts, 1973. (Grades 6-9)
Gives general introduction to a variety of possible careers in health care, among them the professional and practical nurse, medical technologist, physician, dietician, physical therapist, hospital maintenance worker and record librarian. For each explains type of work involved, education, and training and provides names and addresses of national associations and general admission requirements for relevant courses of study.

Konzo, Seichi and Bayne, James W. Opportunities in Mechanical Engineering. (Vocational Guidance Manuals). New York: Universal, 1971.
Two professors of mechanical engineering emphasize the varied work done by mechanical engineers. Discusses social relevance and the role of the engineer in the future, personal requirements and interests, education, summer employment, getting started, salaries, and opportunities for advancement. Recommended readings and a list of schools offering undergraduate curricula are appended.

Larue, Gerals A. Your Future in Archaeology. (Careers in Depth Ser). New York: Rosen, 1970.
Very complete handbook divided into three sections: the nature of archaeology, education in archaeology, and employment. There are two appendixes;;one dealing with the writing of a résumé and one listing colleges and universities offering majors in the field--plus an annotated bibliography. Problems of the field are exposed.

Lee, Essie E. Careers in the Health Field. New York: Messner, 1972.
Covering all conceivable careers below the rank of physician and surgeon that are in anyway related to health service. Describes job possibilities in hospitals, nursing homes, health centers, and doctors' offices. Points out that training for many of these jobs, which include laboratory and technical work, nursing, therapy, housekeeping, maintenance, and clerical duties, can be obtained on the job though some require a bachelor's or junior college degree.

Lent, Henry B. Men at Work in the Middle Atlantic States. (Men at Work Ser). New York: Putnam, 1970 (Grade 5-8)
This new edition contains one new chapter on high-speed trains for a megalopolis. Wide range of occupations in this area is surveyed in same random order as 1961 edition. This is supplement to earlier edition.

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Liston, Robert A. On the Job Training and Where to Get It. 2d ed. New York: Messner, 1973.
Includes all major fields of employment where in-service training is offered. An updating of opportunities in various occupations. Originally published in 1967.

Lovejoy, Clarence Earle. Lovejoy's Career and Vocational School Guide. 4th enl. rev. New York: Simon & Schuster, 1973.
A guide to public and private vocational schools which list training facilities for different occupations by state. Includes those offering free, nominal tuition courses, home study courses, and training for the handicapped.

McCall, Virginia & McCall, Joseph. Your Career in Parks and Recreation. (Career Books). New York: Messner, 1970.
Treats the whole field and various jobs that can be obtained in federal, state, or even private agencies:: from ranger to archaeologist to teacher; for both college and non-college trained employees. Those who like people, the outdoors, science and/or history might find this field to be their career answer.

McDonnell, Virginia B. Careers in Hotel Management. (Messner Career Bks). New York: Messner, 1971.
A somewhat glamorized picture of work in a hotel or motel and aboard a ship, train or plane, giving a brief overview of positions from manager to watchman. Suggestions for further reading, other sources of information and a directory of training schools are appended.

Morton, Alexander Clark. The 1973-74 Airline Guide to Stewardess and Steward Careers. New York: Arco, 1973.
An informative book for anyone interested in becoming a steward or stewardess which gives requirements of all major U.S. airlines, current salaries, working conditions, as well as a history of the profession.

Myers, Arthur B. Careers for the '70's: Journalism. (Crowell-Collier Careers). New York: Crowell-Collier, 1971.
Discusses education and experience for a journalism career, outlines advancement opportunities beyond the reporter's position. Covers wire services, foreign correspondents, small town or suburban newspapers, broadcast journalism, magazines, public relations, and industrial journalism. Suggestions for further reading are appended.

The National Observer. Careers...for the Seventies; Close-ups of 20 Ways Americans Earn a Living. ed. by Jerrold K. Footlick. Princeton, N.J.: Dow Jones Bks., 1969.
These articles discuss careers by describing the people in them--their backgrounds, education, family life, and money they make, dreams and aspirations. Contents: Advertising creator; Archeologist; Architect; Artist; Banker; Baseball player; Dancer, Foreign Service officer; Government Official; Inventor; Librarian; Musical theater performer; Musician; Politician; Popular singer; Stewardess; Stockbroker; Traveling salesman; Veterinarian; Woman scientist.

Norton, Joseph L., ed. On the Job. Garden City, N.Y.: Doubleday, 1970.
Collection of 65 subjective and personal accounts of what different jobs are really like. Each tells not only what a person must oe equipped to do

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to get a job but what he or she must be prepared to do once the job is had. It should complement all the occupational literature which simply describes what a job is--its definitions and requirements--but which does not realistically explain a typical workday.

Oakes, Vanya. Challenging Careers in the Library World. (Career Bks). New York: Messner, 1970.
Covers a wide range of careers for today and tomorrow in public, special, school, and academic libraries. General information on salaries and hours, choice of and preparation for a career, accredited library schools. Opportunities for non-professional work also included.

Pompian, Richard O. Advertising. New York: Watts, 1970. (Grades 6-8)
Exposition of the types of advertising media--broadcasting, print, outdoor (billboards, etc.) and direct mail--and a discussion of basic techniques, purposes, methods and tools peculiar to that industry. Shows how advertising agency's dept. functions, of creativity, media, marketing and research are coordinated to produce the "message." Instructive photographs.

Reinfeld, George. Opportunities in Graphic Communications; the Printing Industry. (Vocational Guidance Manuals; Career Series) New York: Universal, 1971.
Discussion of apprenticeships, education requirements, advisability of specialized training before entering the field, and job hunting. Tells of specialists, noting wages and fringe benefits and describes the handling of a typical printing order. A list of schools offering graphic communications courses and degrees, suggested readings, sources of additional information, a list of local associations, and a glossary are appended.

Reporting-Writing from Front Row Seats. by Staffers of the Associated Press. Comp. and ed. by Charles A. Grumich. New York: Simon & Schuster, 1971.
Twenty-five Associated Press newsmen tell about their work, assignments, and intellectual and philosophical approaches in writing their stories. This presentation of the practical art of journalism is for anyone interested in writing and especially for those interested in a reporting career.

Russell, Max M., ed. The Blue Book of Occupational Educations. New York: Macmillan Info, 1971.
Presents descriptive information on almost 12,000 occupational schools of the U.S. This volume is the result of requests, recommendations, and directions of State vocational education personnel, by those engaged in occupational counseling, by school counselors, and finally by 30 years of personal experience in public education.

Schreiber, Flora Rheta. A Job with a Future in Law Enforcement and Related Fields. New York: Grosset, 1970.
Introduction to career opportunities in law enforcement and, briefly, the auxiliary areas of the courts, corrections, probation, and parole. Sets forth personal qualities, details, qualifications and standards, and surveys opportunities for municipal and county, state, federal, and private police, policewomen, and technical personnel in crime laboratories. Describes cadet and trainee programs and looks at trends for the future.

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Splaver, Sarah. Your Career if You're Not Going to College. rev. ed. New York: Messner, 1971.
The 1963 edition has been revised to take into account the many changes that have taken place in the labor market and, consequently, in job opportunities for the non-college bound. All of the books listed under Sources of further information are new titles or new editions and many are 1970 publications.

Splaver, Sarah. Paraprofessions: Careers of the Future and the Present. New York: Messner, 1972.
An informative career guidance book. Explains the role of paraprofessionals in the fields of architecture, urban planning, teaching, library science, engineering, law, medicine, mental health, and forestry. Includes lists of colleges where training is available plus addresses of associations from which further information can be obtained.

Stinchcomb, James D. Opportunities in a Law Enforcement Career. (Vocational Guidance Manuals; Career Series) New York: Universal, 1971.
A specialist in criminology and law enforcement discusses opportunities at the city, county, state, and federal levels. Explains in detail the duties and required abilities, training, and experience for city patrolmen, briefly summarizes other specializations, covering advantages, disadvantages, and compensation. Mentions opportunities for women and related careers such as probation officer and laborator technician. A selected list of books and journals and colleges offering law enforcement education is included.

Stone, Archie A. Careers in Agribusiness and Industry. Danville, Illinois: Interstate, 1970.
Offers practical information and advice about various career and business aspects of agriculture. Included are chapters on the food, dairy, grain, feed, livestock, cotton, and farm equipment industries, ornamental horticulture, government services, farm cooperatives and rural electrification.

Sumichrast, Michael and McMahon, Charles P. Opportunities in Building Construction. (Vocational Guidance Manuals; Career Series) New York: Universal, 1971.
Begins with trends and ends with a look at the future. Covers history, personal qualifications, training, and compensation under specializations ranging from carpenter to stonemason. Suggested readings, a list of regional offices of the Bureau of Apprenticeship and Training, state apprenticeship agencies, colleges offering degrees in building construction and the nation's top home building companies are appended.

Terry, Walter. Careers for the '70s: Dance. (Crowell-Collier Careers) New York: Macmillan, 1971.
Maintaining that its popularity as recreation, entertainment, and art has made dancing a major profession with many career opportunities, a dance critic offers young people an informed introduction to the world of dance. Discusses training, scholarship possibilities, jobs on and off the stage and salaries. Suggestions for further reading are appended.

U.S. Department of Labor. Bureau of Labor Statistics. Occupational Outlook Handbook. Washington, D.C.: Government Printing Office, 1949 to date.
Prepared in cooperation with the Veterans Administration. Biennial

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revisions kept up to date by: Occupational Outlook, published four times a year. Information about employment opportunities and jobs in professions, trades, business, industry, agriculture and government. Contains much stastical information. Comprehensive index and bibliography are included in each field.

U.S. Employment Service. Dictionary of Occupational Titles. 3rd ed. Washington, D.C.: Government Printing Office, 1966. 2vols.
Compendium of every conceivable type of occupation. Vol. 1 gives a brief description of each of the jobs listed and tells what the worker does, and what skills are required. Definitions are arranged alphabetically by title. Vol. 2 presents classifications of jobs such as sales, clerical, and professional and then lists them by title. Code numbers are used in order to trace a particular job from one volume to the other.

Wellman, Henry Q. The Teenager and Home Study: a Practical Guide to Correspondence Education for Young People and Guidance Counselors. New York: Rosen, 1970.
Aids in distinguising the many correspondence schools advertised in all the media. It is divided into three sections: general hints and information; specific career breakdowns; and a list of schools with addresses.

Wert, Charles. Opportunities in Materials Science and Engineering; Metallurgy, Ceramics, Plastics, Solid State Sciences. (Vocational Guidance Manuals) New York: Universal, 1973.
Surveys the scope of materials science, in which securing and processing raw materials and fabricating useful objects from them is included. Metallurgy, ceramics, plastics, solid state physics, and chemistry are the areas identified as pertinent and 3 levels of employment are described--the technician, the materials engineer, and the research engineer. Information is provided regarding personal qualifications, prescribed courses in high school, college, and advanced study, career opportunities, and schools available for general and specialized training. A sample job applicant's résumé, a list of professional societies, and a short bibliography are also included.

Williamson, Harold F. Opportunities in Economics Careers. (Vocational Guidance Manuals) New York: Universal, 1971.
Discussion by professor of economics on the nature and importance of the profession in the U.S., the work of an economist, with examples, employment prospects, and tangible and intangible rewards. Information on education and training and on specializations is included. Bibliography, suggested readings, and lists of U.S. and Canadian schools offering advanced degrees appended.

Woodburn, John H. Opportunities in the Chemical Sciences. (Vocational Guidance Manuals) New York: Universal, 1971.
Interviews with several chemists describing their work, a look at the future of chemistry. Discusses personal qualifications, education, earnings, and specializations plus finding employment and professional associations and societies. A few additional readings are appended.

Careers Monograph. The Institue For Research. Chicago, Illinois
Series of individual manuals on specific careers available at your local library.